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DATE DISTR. 17 Aug 1954

NO. OF PAGES 2

NO. OF ENCLS.  
(LISTED BELOW)SUPPLEMENT TO  
REPORT NO.

DATE OF INFORMATION

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1. Military representatives [ ] were located at all Soviet factories. They were probably also assigned to military plants. [ ]
2. The director and/or chief engineer of a military factory often had received his technical education at a military academy and could even be on the army "special list", on active duty. This list, called the "Rezerv RKKA" (Reserve of the Red Army), included thousands of officers on active duty, but who were not assigned to purely military or troop activities. It was not the same as the usual army reserve (called "zapas" in the Soviet Army) whose members were not normally on active duty.
3. A military representative at a military plant therefore did not have too much to do [ ] He would merely keep a general record of military production at the factory and report to higher echelon. Both the military factory officials and the military representative reported [ ] primarily to the ministry for which the plant worked, as the Ministry of Aviation Industry. Beginning in 1934, the military representative reported to the 5th Section (Piaty Otdel) of the military district headquarters. In that year, this section became known as the "Economic Planning Section" (Planovoy Ekonomicheskoy Otdel), ie, dealing with mobilization of resources. Prior to 1934, the 5th Section had been the training (uchebnyy) section. It remained in existence, but was no longer referred to by number. The other numbered sections of a military district headquarters were: No 1 - operational; No 2 - mobilization (of personnel); No 3 - military transportation (railways); and No 4 - intelligence.

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3. The general duties of a military representative at a civilian plant were:
  - a. if the factory did not engage in military production in time of peace, the representative prepared detailed plans on what the plant could produce in time of war;
  - b. if part of the production of a plant was military in nature, such as a factory which primarily made typewriters but devoted one-quarter of its production to machine guns, the representative was "in charge" of the military production, ie, he checked on the number of items manufactured and on adherence to the time schedule.
4. In addition to military representatives, there were acceptance boards (priemochnii komisii), made up of technical military men who inspected and accepted finished military items. The acceptance was referred to as "priemka". Such a board was either sent to a plant or stationed at the larger factories. The board was sent or stationed by the appropriate arm, such as Artillery. The military representative would inform the board that he believed the finished items met required specifications, but the board would spot check nevertheless. Inspection facilities were frequently available at the plant. The actual inspection was done by the military personnel. The "priemka" served as acceptance for the whole army. The eventual user, such as a military district, did not do any testing, beyond a check on delivery that all the necessary parts of the item had been included in shipment.
5. 
6. There were numerous scientific research institutes (nauchno issledovatel'skii institut). They may even have had military sections.
7. The usual civilian institutes did not have military representatives but did have military instructors (voennii rukovoditeli) from the "rezerv" or "zapas", who taught some military subjects. The students of these institutes were not automatically granted military status upon graduation. They were granted appropriate status after an examination at the "RaivoenKomat (Rayoni Voenni Komissariat - Military Commissariat of a Rayon). The "VoенKomats" had "uchebnii tsentri" (training centers) devoted to instructing junior officers of the "zapas". Also, each military district staff had a "nachalnik voenni podgotovki uchashchikhaia grazhdanskikh VUZov" (chief of military training for students of civilian VUZ). A VUZ (Vishoye Uchebnoye Zavedenie) is a higher educational institution.

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